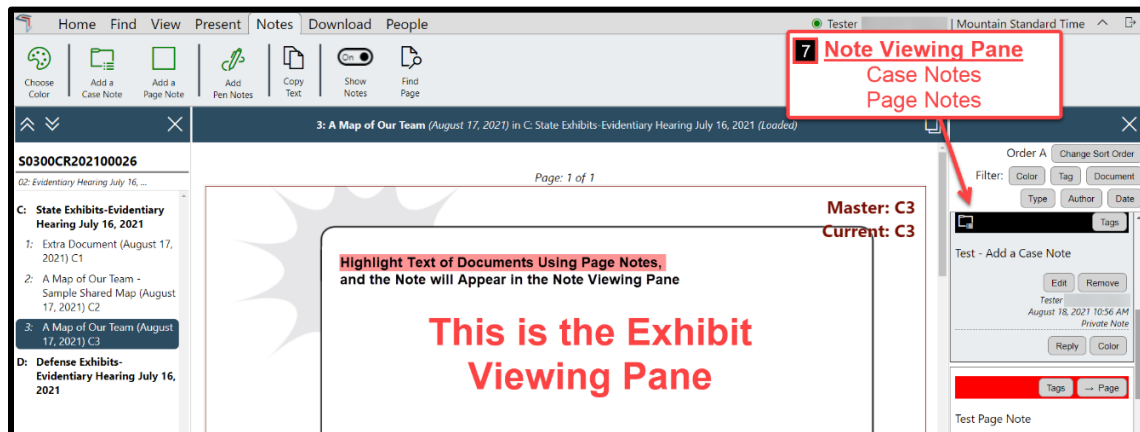
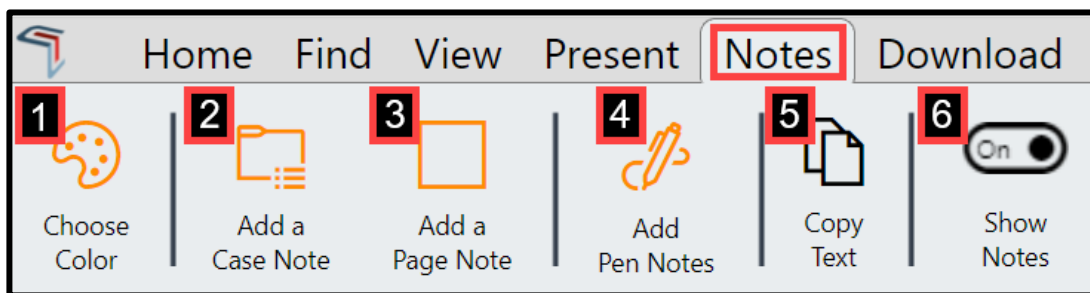


Digital Evidence

Working with Notes in Review Evidence Mode

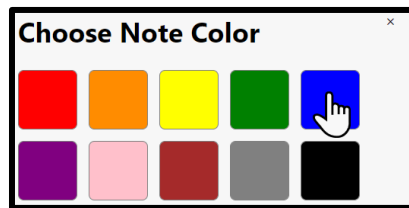
Whether litigants/attorneys, judges, and court/clerk staff will have access to the features on the Notes tab in the Digital Evidence portal, is a local court policy decision. When the court has granted a user permission to access Notes, there are three types available: [Case Notes](#), [Page Notes](#), and [Pen Notes](#).

Case Notes and Page Notes are visible within in the Note Viewing Pane on the right side of the screen. Page Notes and Pen Notes are visible within the Exhibit Viewing Pane in the middle of the screen, but they may be hidden.

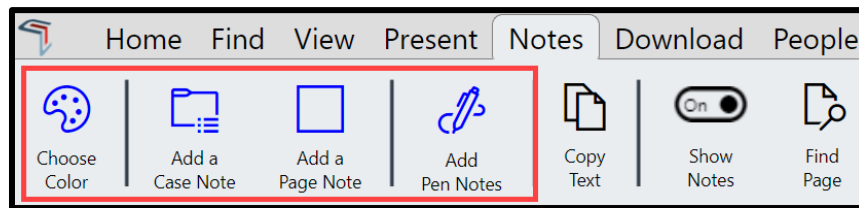


1. Choose Color

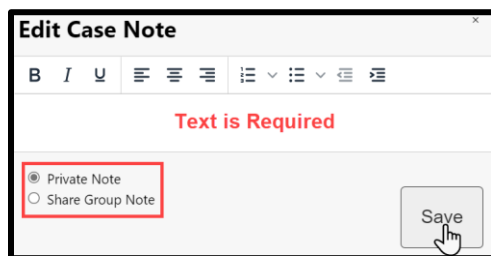
- Specify the color of a note, which may help with organizing notes



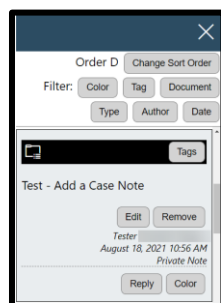
- The color of the note icons in the Notes tab will display the currently selected color



2. Add a Case Note



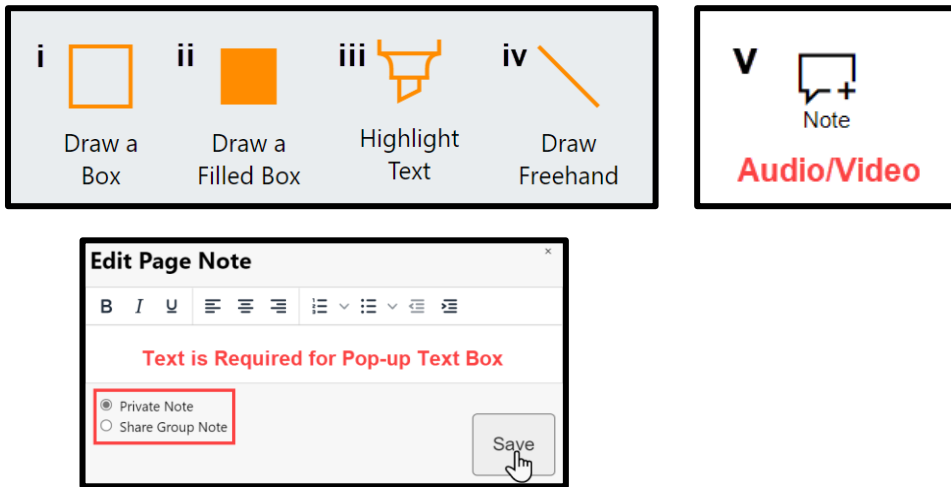
- When a Case Note is created, the default setting is Private Note, and only the user who created the note will see the note
 - The setting may be modified to [Share Group Note](#)
- Case Notes are NOT related to a specific exhibit and will be available in the Note Viewing Pane regardless of the bundle that is being viewed.
- In the Note Viewing Pane, Case Notes have a light grey background color



- Once a Case Note is saved, the text entered in the Pop-up Text Box and/or the private/share setting may be [modified by accessing the Note Viewing Pane and selecting Edit](#)

3. Add a **Page Note**

- a. When a Page Note is created, the default setting is Private Note, and only the user who created the note will see the note
 - i. The setting may be modified to [Share Group Note](#)
- b. Page Notes are related to a specific page of an exhibit, and the notes typed into the Pop-up Text Box will appear in the Note Viewing Pane



- c. Once a Page Note is saved, the box, highlight, or drawing can only be modified by creating a new Page Note
 - i. The text entered in the Pop-up Text Box and/or the private/share setting may be [modified by accessing the Note Viewing Pane and selecting Edit](#)
- d. While using the Presentation feature in the Digital Evidence portal (NOT screensharing), Page Notes will only display within the Exhibit Reviewing Pane of the particular user.
 - i. If screensharing, a user must [hide Page Notes](#) and must minimize the Note Viewing Pane and Exhibit List.
- e. [Select Color](#) > **Select Type of Note** >

i. Draw a Box

- A. **Click and Hold > Drag > Release** > Pop-up Text Box to Add Comments (text required)

ii. Draw a Filled Box

- A. Has the effect of creating a highlight in the shape of a box
- B. **Click and Hold > Drag > Release** > Pop-up Text Box to Add Comments (text required)

iii. Highlight Text

- A. **Click and Hold > Drag > Release** > Pop-up Text Box to Add Comments (text required)
Note: Highlighting must be completed within one click and release

1. The highlighted text will be automatically added to the pop-up text box, and the text may be replaced with personal notes

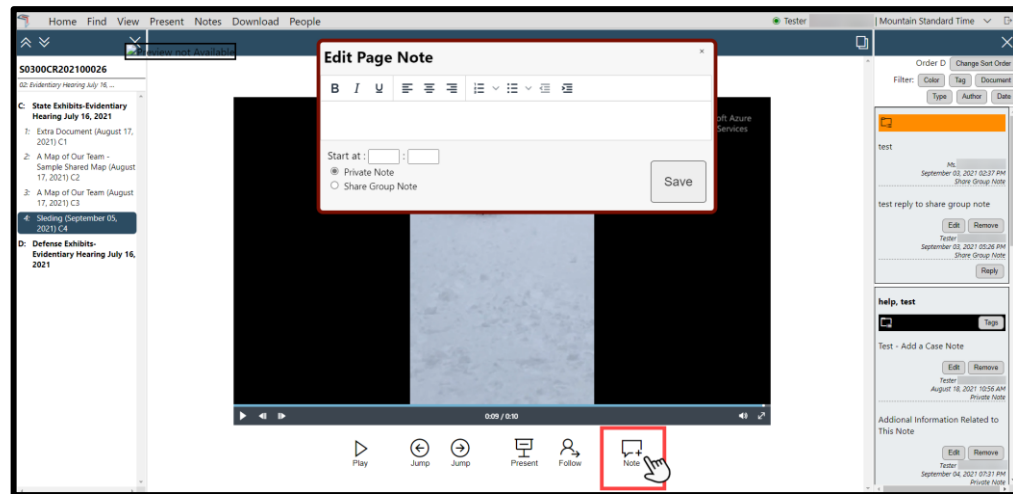
iv. Draw Freehand

- A. **Click and Hold > Draw > Release > Pop-up Text Box** to Add Comments (text required)

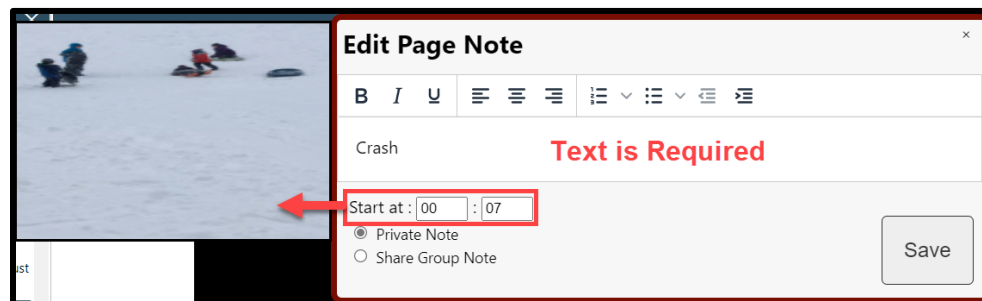
Note: Drawing must be completed within one click and release

v. Audio/Video Page Notes

- A. This feature is **accessed within the Exhibit Viewing Pane**



- B. Allows the user to mark the starting point of audio/video exhibits, and provides a preview to the left of the Pop-up Text Box



4. Add Pen Notes

- a. **It is recommended to use the features available as [Page Notes](#).**
- b. Pen Notes are related to a specific page of an exhibit, and the notes only appear within the Exhibit Viewing Pane but [may be hidden](#)
 - i. While using the Presentation feature in the Digital Evidence portal (NOT screensharing), Pen Notes will only display within the Exhibit Reviewing Pane of the particular user.
 - ii. If screensharing, a user must [hide Pen Notes](#) and must minimize the Note Viewing Pane and Exhibit List.

- c. Pen Notes do NOT have a Pop-up Text Box, and there is NOT a record of Pen Notes within the Note Viewing Pane



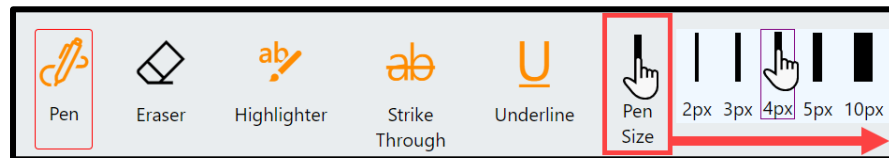
- d. [Select Color](#) > [Select Type of Note](#) >

Note: The color of a Pen Note must be selected before the note is added

i. Pen

A. Click and Hold > Draw > Release

B. The pen size may be modified



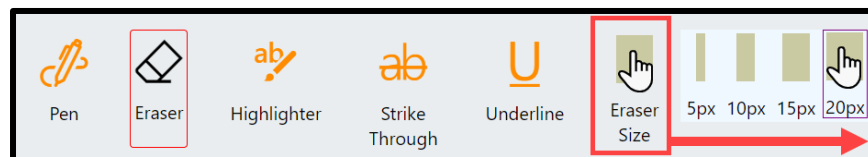
ii. Eraser

A. Click and Hold > Drag > Release

B. The eraser is the only way to permanently remove Pen Notes

1. The eraser will NOT permanently remove Page notes
2. Although it may appear as though Page Notes will be erased while dragging the eraser over Page Notes, upon release the Page Notes will re-appear

C. The eraser size may be modified



iii. Highlighter

A. Click and Hold > Drag > Release

iv. Strike Through

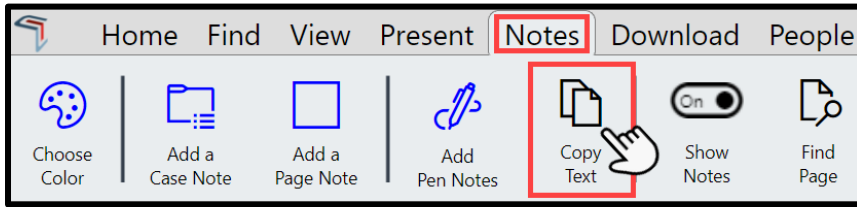
A. Click and Hold > Drag > Release

v. Underline

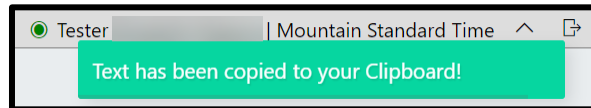
A. Click and Hold > Drag > Release

5. Copy Text

- a. Allows a user to copy a portion of text within an exhibit and paste it into another document, such as a minute entry or order

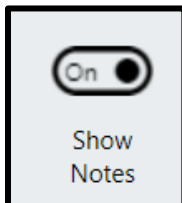


- b. Select Copy Text > **Click and Hold the left mouse button (and use the scroll wheel to move the page up/down) while Highlighting the text to be copied to the clipboard** > Release
 - i. A pop-up message will appear in the upper right corner of the webpage

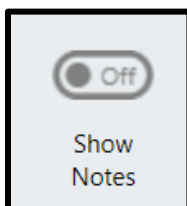


6. Show Notes

- a. **On:** Page Notes and Pen Notes are displayed in the particular user's Exhibit Viewing Pane

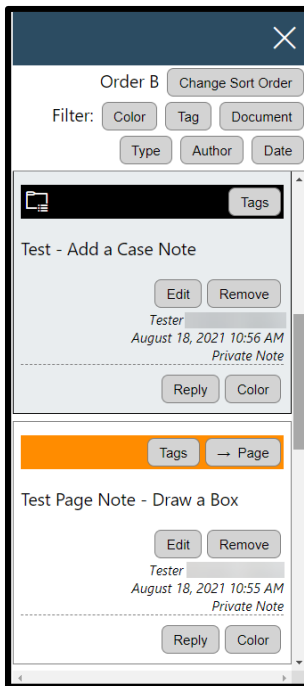


- b. **Off:** Page Notes and Pen Notes are NOT displayed in the particular user's Exhibit Viewing Pane



- i. **Pen Notes** are NOT accessible
- ii. For **Case Notes** and **Page Notes**, the text entered in the Pop-up Text Box is visible in the Note Viewing Pane, **but for Page Notes**, the box, highlight, or drawing will NOT be visible

7. Note Viewing Pane (Only Case Notes and Page Notes)



- Displays the text that was entered in the Pop-up Text Box, along with the color of the note
- Provides features to [update](#), [sort](#), and [filter](#) existing notes
- Update Case Notes and Page Notes**

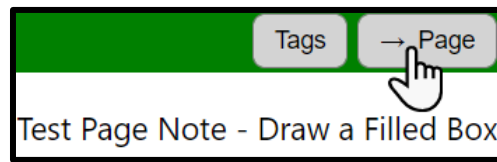
i. Tag

- Allows notes to be filtered by the tag
- Multiple tags may be added to one note
- When a tag is added, the name of the tag will appear in bold font above the note color
- Select Tags > Select Existing Tag Name or Select/Enter New Tag Name > Save**

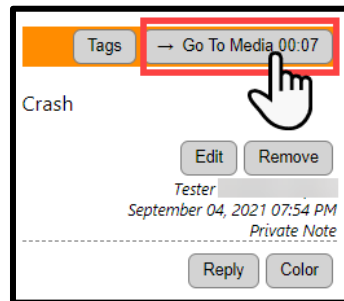


ii. Page/Go To (Only for **Page Notes** – Appears to Right of Tags button)

- A. Displays the page of the exhibit in the Exhibit Viewing Pane

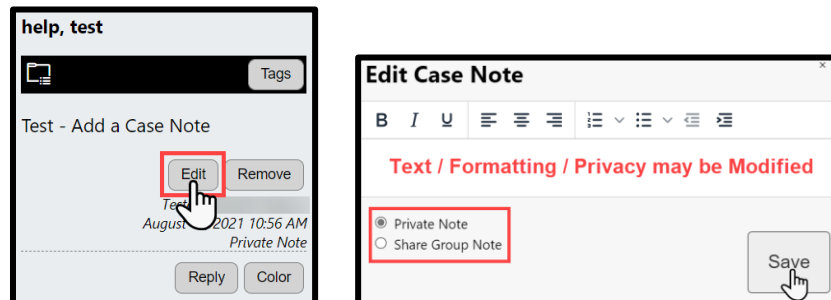


- B. For audio/video exhibits, displays the exhibit in the Exhibit Viewing Pane, prepared to start at the identified start time

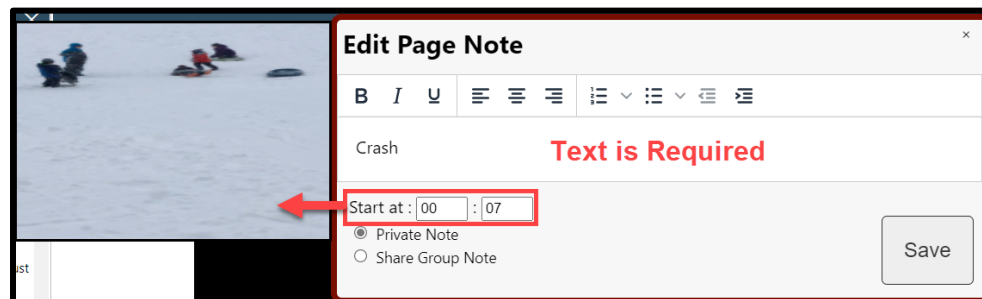


iii. Edit

- A. Opens the Pop-Up Text Box to allow the user to edit the text and/or change the privacy setting to Share Group Note or Private Note

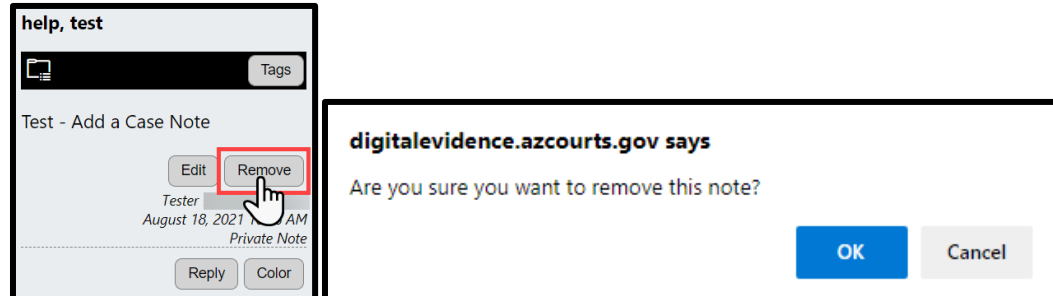


- B. Does NOT allow the user to modify a box, highlight, or drawing
- C. For audio/video exhibits, also allows the user to modify the start time



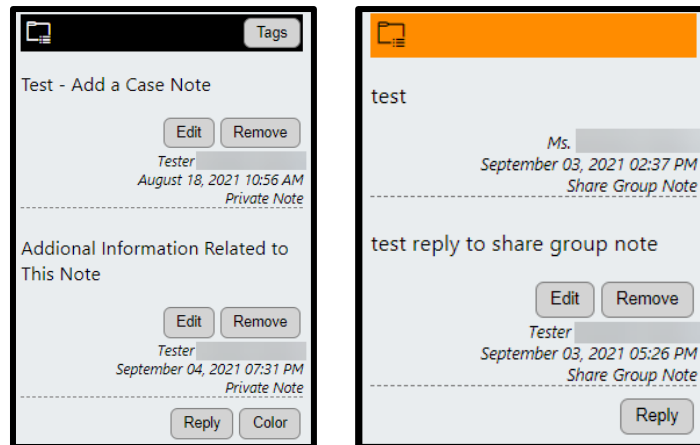
iv. Remove

- A. Allows the user to permanently delete the note, along with any related page note
- B. A pop-up message will appear, and **confirmation is required before the note is deleted**



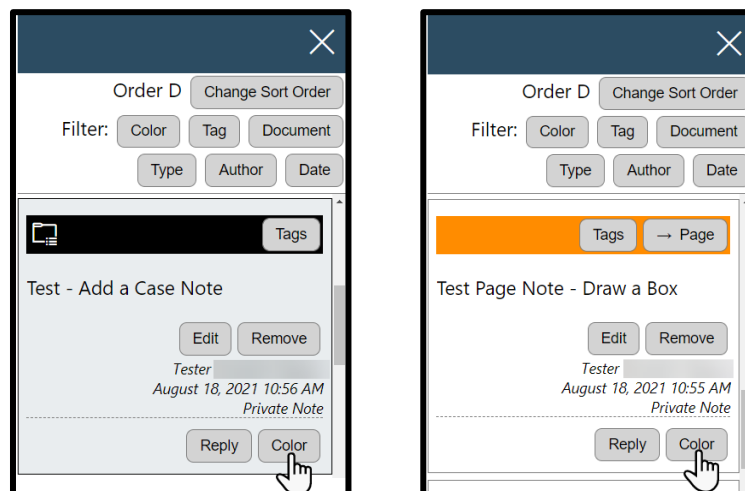
v. Reply

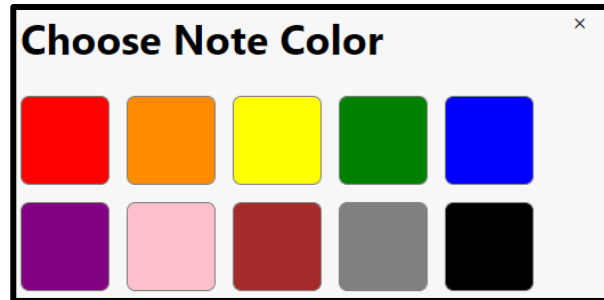
- A. Attaches an additional note to the existing note



vi. Color

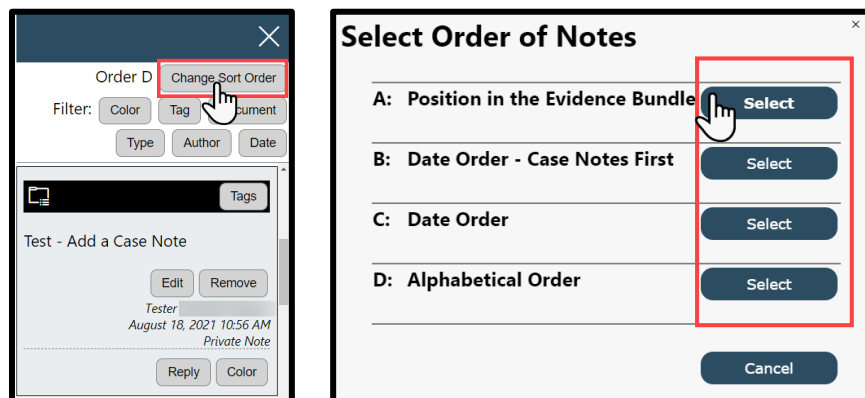
- A. Allows the user to change the note color





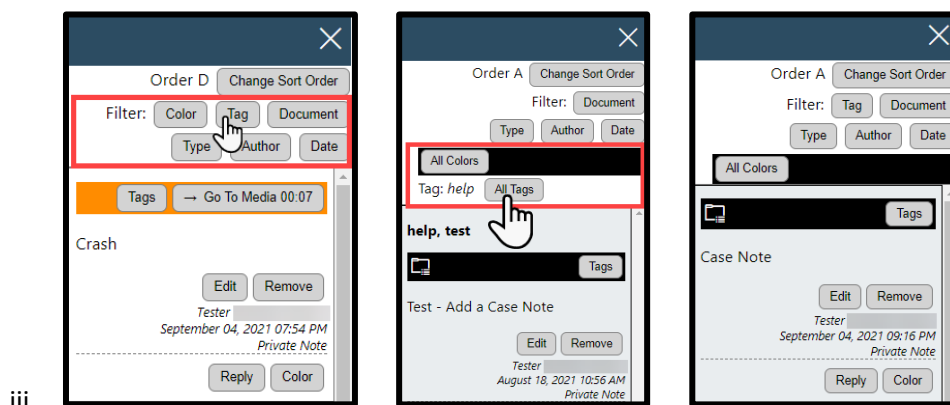
d. Change Sort Order

- i. Provides four methods to order the notes being displayed in the Note Viewing Pane
- ii. The currently selected method of ordering notes appears to the left of the button in the Note Viewing Pane



e. Filter

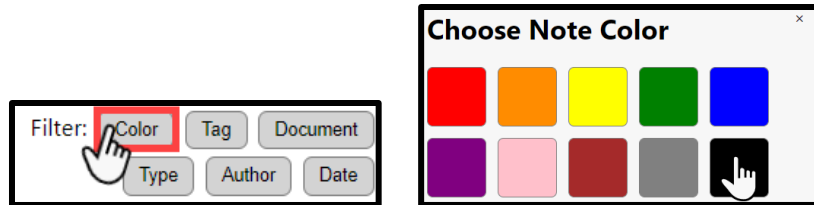
- i. Each type of filter will only allow for 1 filtering criteria, but multiple filters may be used at the same time
- ii. Applied filters appear below the filter selection area; click the all button to remove the filter



iii.

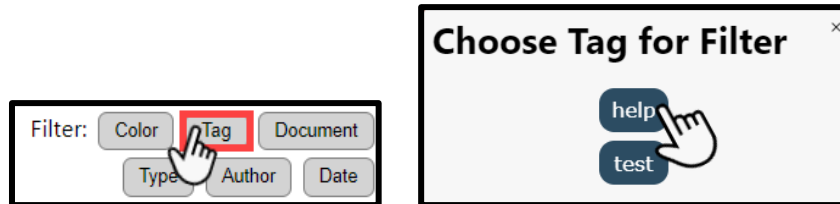
A. Color

1. Displays all Case Notes and all Page Notes of the selected color



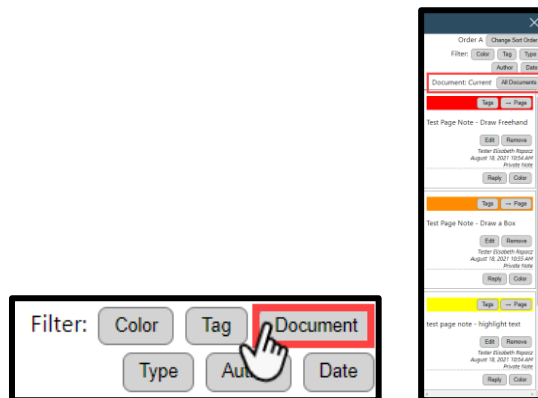
B. Tag

1. Displays all Case Notes and all Page Notes with the selected tag



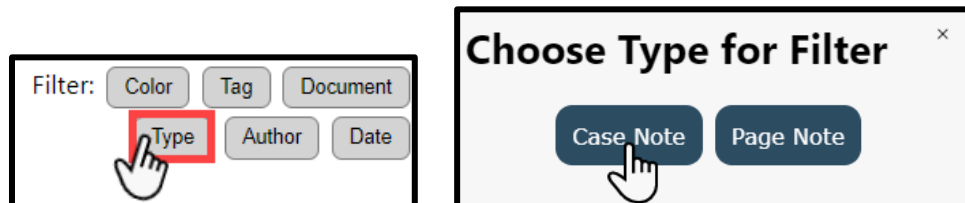
C. Document

1. Displays all Page Notes for the exhibit being displayed in the Exhibit Viewing Pane



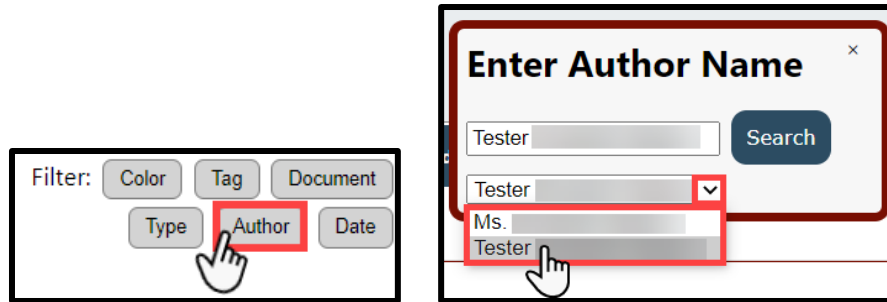
D. Type

1. Displays all Case Notes or all Page Notes



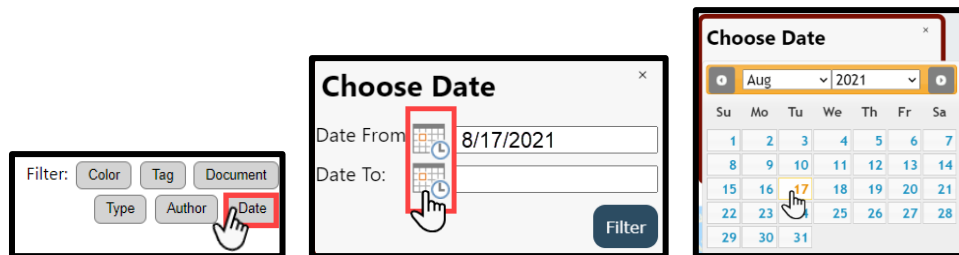
E. Author (Share Group Notes)

1. Displays all Case Notes and all Page Notes created by the selected author



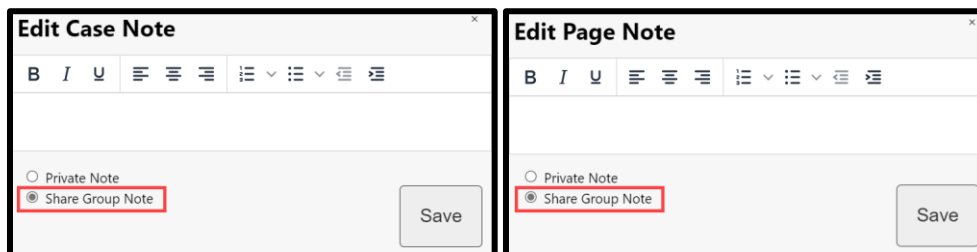
F. Date

1. Displays all notes created within a specified date range

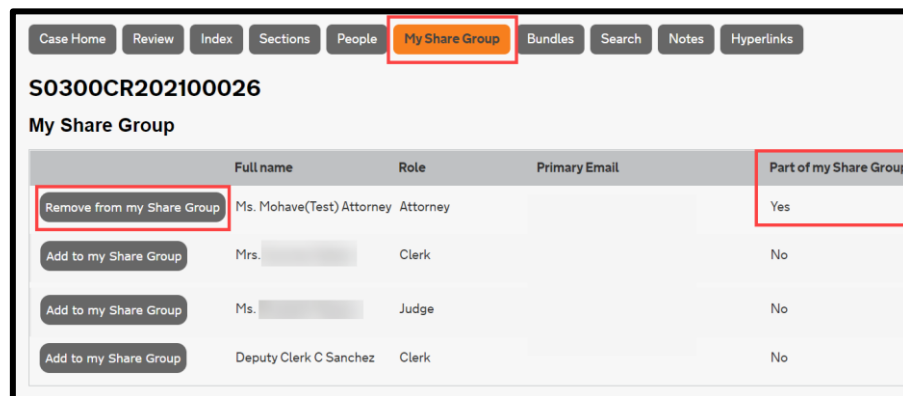


8. Share Group Notes

- a. Allows the sharing of notes among co-workers, such as lawyers and paralegals



- b. Add a user to a Share Group



- i. Select My Share Group > Select Add to my Share Group

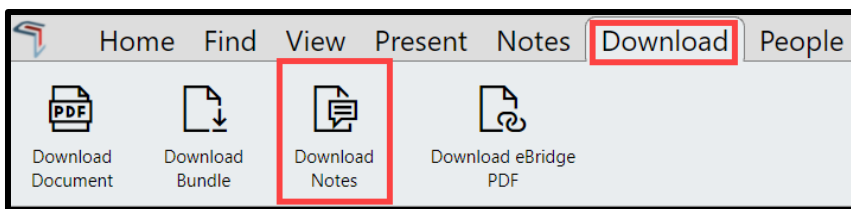
Note: when a user is added to a Share Group, the 'Add to my Share Group' button will update to 'Remove from my Share Group'

- ii. Share Groups are case-specific and must be created within each case
- iii. Only users that have been invited into the case may be added to a Share Group
- iv. **Litigants should NEVER add a Judge or Court/Clerk Staff to their Share Group**
- v. Members of a Share Group will see all Share Group Notes created by other members of the Share Group
- vi. Members of a Share Group may only add a reply to Share Group Notes that were authored by another member of the Share Group
- vii. Members of a Share Group will NOT see private notes authored by another member of the Share Group

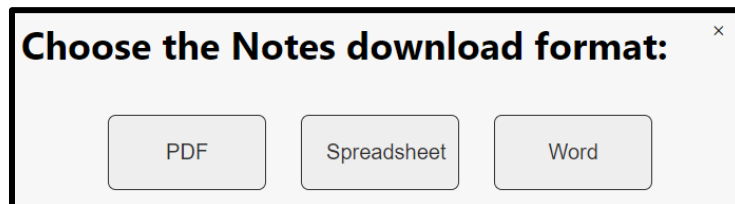
2. Downloading Notes

- a. Select Download tab > Select Download Notes

Note: This is function will be useful in courts that do not use the Presentation feature available in the portal and require users to share their full screen when presenting exhibits



- i. Select the file format for the downloaded notes: PDF, Spreadsheet, or Word



- A. **All formats** will capture Case Notes and Page Notes
- B. **PDF and Word** formats will also capture Pen Notes
- C. **Spreadsheet** format will NOT capture Pen Notes